

Approved For Release : CIA-RDP70-00211R000
REQUESTOR PROPOSAL FOR MANAGEMENT ASSISTANCE
FROM O&M SERVICE

TYPE OF PROJECT

☐ Survey ☐ System

☐ Specific Problem

ORGANIZATIONAL COMPONENT REQUESTING SERVICES

DATE OF REQUEST

ELEMENTS OF PROJECT	
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☐ (1) Organization ☐ (3) Procedures ☐ (5) Work Measurement ☐ (7) System & Equipment
☐ (2) Staffing ☐ (4) Reporting ☐ (6) Records & Files ☐ (8) Staff Study

TITLE OF PROJECT

Survey of Cable Distribution, Logging, Reference and Copy Retention Requirements

BRIEF DESCRIPTION OF PROJECT

Conduct an Agency-wide survey of cable ~~distribution~~, logging, reference and copy retention requirements in order to recommend actions regarding:

- a. Eliminating the reproduction, distribution, logging and storing of unnecessary copies of cables;
- b. Simplifying and standardizing logging procedures; and
- c. Establishing the reference requirements and determining how, what and where copies of cables should be retained.

CONCURRENCE:

Deputy Director (Plans)

FOR USE OF REQUESTING OFFICE		FOR USE OF O&M SERVICE	
TIMING CONSIDERATION (starting date desired & condition of urgency, if any)		NAME OF ANALYST DEVELOPING PROJECT	
		ESTIMATED MAN DAYS REQUIRED	
		Analyst	Clerical
NAME, TITLE & SIGNATURE OF REQUESTOR		STARTING DATE APPROVED	TARGET DATE
		ASSISTANT MANAGEMENT OFFICER	
		MANAGEMENT BOARD APPROVAL	
OTHER APPROVAL, IF REQUIRED		DATE OF MANAGEMENT BOARD ACTION	

Approved For Release : CIA-RDP70-00211R000100290015-2

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<p>ORGANIZATIONAL COMPONENT REQUESTING SERVICES</p>		<p>TYPE OF PROJECT</p> <p><input type="checkbox"/> Survey <input type="checkbox"/> System</p> <p><input type="checkbox"/> Specific Problem</p>			
<p>ELEMENTS OF PROJECT</p> <p><input type="checkbox"/> (1) Organization <input type="checkbox"/> (3) Procedures <input type="checkbox"/> (5) Work Measurement <input type="checkbox"/> (7) System & Equipment</p> <p><input type="checkbox"/> (2) Staffing <input type="checkbox"/> (4) Reporting <input type="checkbox"/> (6) Records & Files <input type="checkbox"/> (8) Staff Study</p>		<p>DATE OF REQUEST</p>			
<p>TITLE OF PROJECT</p> <p>Survey of Cable Distribution, Logging, Reference and Copy Retention Requirements</p>					
<p>BRIEF DESCRIPTION OF PROJECT</p> <p>Conduct an Agency-wide survey of cable distribution, logging, reference and copy retention requirements in order to recommend actions regarding:</p> <ul style="list-style-type: none"> a. Eliminating the reproduction, distribution, logging and storing of unnecessary copies of cables; b. Simplifying and standardizing logging procedures; and c. Establishing the reference requirements and determining how, what and where copies of cables should be retained. <p>CONCURRENCE:</p> <p style="text-align: center; margin-top: 20px;"><u>Deputy Director (Plans)</u></p>					
<p>FOR USE OF REQUESTING OFFICE</p> <p>TIMING CONSIDERATION (starting date desired & condition of urgency, if any)</p>	<p>FOR USE OF O&M SERVICE</p> <p>NAME OF ANALYST DEVELOPING PROJECT</p>				
<p>NAME, TITLE & SIGNATURE OF REQUESTOR</p>	<p>ESTIMATED MAN DAYS REQUIRED</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Analyst</td> <td style="width: 33%;">Clerical</td> <td style="width: 33%;">Total</td> </tr> </table>		Analyst	Clerical	Total
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	<p>STARTING DATE APPROVED TARGET DATE</p>				
<p>ASSISTANT MANAGEMENT OFFICER</p> <p>MANAGEMENT BOARD APPROVAL</p>					
<p>OTHER APPROVAL, IF REQUIRED</p>	<p>DATE OF MANAGEMENT BOARD ACTION</p>				
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